

**ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA**

As of May 16, 2025

In compliance with CSC MC No.3 s. 2001 (Implementing RA 7041, Requiring Publication of Vacant Positions in Government Offices), notice is hereby given that the vacant positions listed below at ITDI are proposed to be filled.

POSITION TITLE		REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
I. Technological Services Division (TSD)								
1. Science Aide Salary Grade: 4 Basic Annual Salary: <u>P 201, 996.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SCA-19-1998	Elementary School graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	<ul style="list-style-type: none">● Provide technical support for the maintenance of the institute’s facilities● Assist in the conduct of various tech transfer and technical assistance projects, as assigned● To be assigned under Engineering Services Section	<ul style="list-style-type: none">● Trained and experienced on basic building maintenance works● Computer literate● Physically fit and able to travel, as needed● Coachable, able to work independently, take initiative, and adapt to changing situations and demands

Interested and qualified applicants should signify their interest in writing and attaching the letter of application, the resume or curriculum vitae, Personal Data Sheet with Work Experience Sheet Form, official transcript of records, diploma, certificates of eligibility or board exam results, certificate of trainings, certificate of employment, service record (if applicable), Performance rating in the last rating period (if applicable), and recent 2 X 2 pictures, to the Human Resource Management Office, Administrative Division or send to email address, admhrms@itdi.dost.gov.ph (subject: Name of Position_Division) on or before May 27, 2025.

Note:

For Insider applicants, please download Form II: Applicant's Data Sheet to this link http://itdi.dost.gov.ph/images/Personnel/Applicants_Data-Sheet_2016.pdf, and to be submitted together with the above-mentioned documentary requirement.

ITDI, in compliance to Civil Service Commission (CSC) PRIME-HRM, encourages applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity and political affiliation.


DR. ANNABELLE V. BRIONES
Director